

Metcalf County Schools Staff Acceptable Use Policy (AUP)

The Metcalf County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive well-structured learning environment that will foster creative learning. Through the use of technology our students will learn skills that apply to real world problem solving.

In order for our investment to reach its fullest potential, we must understand and follow these rules:

General Usage

- Staff users understand and agree that the computers and related supporting technology are the property of the Metcalf County Board of Education and any information stored in them or any supporting technology is the property of the Metcalf County Board of Education.
- Staff users will not use computers and network equipment download or install licensed software not owned by the Metcalf County Board of Education, or music files, hacking software, etc, or to use computers or the school district network for non-instructional purposes.
- Staff users agree not to circumvent the school district's internet proxy or firewall services.
- Staff users understand that they are financially responsible for any intentional malicious damage or vandalism they may cause to computers or related supporting equipment, including the attempt to disable, damage or destroy the physical computer and connections, data stored on the computer or network storage device, operating system, computer network or the intentional disruption of data transmission.
- Staff users agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- As a staff user, I understand that the Network Administrator, Chief Information Officer, Superintendent or any other person as designed by the superintendent may access any information stored on any computer, user directory, email account, database or current screen. I also understand that any computer or computer storage device can be inspected for appropriate content or misuse.
- Staff users agree to never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct personal business unless it is an approved school project.
- As a staff user I understand that my user account that gives me access to the internet, email, and home folder will be deactivated if this AUP is not signed and returned to the Network Administrator.

- Staff users agree not to attempt to access the network with other user's accounts, or give their account logon information to another user.

Internet Usage

- Internet access through the school district's network will be used for instruction, research and administration only and will not be used for private business, personal gain, or any non-work related communications. Further, you agree not to engage in any illegal activity, including but not limited to copyright infringement, online gambling, vandalism, harassment or discrimination. All internet activity of sites visited will be logged according to Kentucky Department of Education and local Board of Education policies.
 - Staff users understand that all internet sites visited and duration of time on the web sites will be logged and is available for inspection.
 - Staff users agree that inappropriate graphics or text will not be uploaded or downloaded using school district-owned or Kentucky Department of Education owned/managed equipment, including internet and email.
 - Staff users agree that accessing audio or video services via the internet (ex. YouTube, MySpace, Facebook, internet radio, etc.) is prohibited without the permission of the School Principal, Network Administrator, Chief Information Officer and/or Superintendent.
 - Staff users agree that they will not access newgroups, chatrooms, or similar web sites unless deemed educational and such use is included in an approved lesson plan.
 - Staff users agree to never distribute private information about themselves or students.
 - Staff users agree not to let students access internet content without supervision.

Email Usage

- Staff users understand that school email is for educational purposes only and that the content of email accounts is randomly checked.
- Staff users agree to not open, forward or create chain letters, jokes of the day, prayers of the day, or any other form of non-educational email.
- All third party email accounts, such as Hotmail, Yahoo mail, etc., are deemed for personal use and will not be accessed during work hours using school district-owned equipment.

Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers, the local board of education and designated service providers, or between the end user and the service providers.

Sign and return to your supervisor:

As a Staff user I understand that any violation of this policy could result in the loss of network access, disciplinary action according to Metcalfe County School District or Kentucky Department of Education policies, or legal action.

Signed

Date

School or Department